

PCPN# FY04-16 - Purchase Card Program - OMB Requirements

Please send any questions/comments to purchase_card@navsup.navy.mil

Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs AND CHs IN YOUR HIERARCHY.

The Director of the Office of Management and Budget (OMB) issued a memorandum on October 15, 2002 (M-03-02) requesting quarterly agency reports on purchase and travel card programs. Attached is the required format for reporting, due January 9, 2004.

Please complete this form and return to the DON eBusiness Operations Office at purchase_card@navsup.navy.mil no later than January 9, 2004. Each claimancy should consolidate their data and return one report to our office. We will then consolidate claimancy data into one DON report for OMB.

The Purchase Card POC can be reached at COM 717-605-9394, DSN 430.

Helpdesk
DON eBusiness Operations Office
Card Management
5450 Carlisle Pike; P.O. Box 2050
Mechanicsburg, PA 17055
Fax: (717) 605-9362
Email: purchase_card@navsup.navy.mil